



*Kemah  
Meeting*

*6:00p.m.  
02/19/2020*



## AGENDA

**Notice of Regular Meeting  
FEBRUARY 19, 2020 – 6:00 p.m.**

**BOARD OF THE  
KEMAH COMMUNITY DEVELOPMENT CORPORATION**

**Council Chambers, Kemah City Hall,  
1401 State Hwy 146, Kemah, Texas**

<i>Les Hart</i>	<i>Kelley Dawson</i>	<i>Doug Meisinger</i>	<i>Steve McGough</i>	<i>Isaac Saldaña</i>	<i>Amanda Allen</i> <small>(Board Member Nominee)</small>	<i>Jacob Bigger</i>
<i>Position 1</i>	<i>Position 2</i>	<i>Position 3</i>	<i>Position 4</i>	<i>Position 5</i>	<i>Position 6</i>	<i>Position 7</i>

*In accordance with the Texas Open Meetings Act the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the front exterior wall of the City Hall Building, except in case of emergency meetings or emergency items posted in accordance with law. This facility is wheelchair accessible and accessible parking spaces are available. Requests for other accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (281)334-1611 or Fax (281)334-6583 for further information.*

### **1. Call to Order**

### **2. Swearing In**

- Amanda Reé Allen

### **3. Invitation to Address Board**

(State law prohibits the members of the Board from commenting on any statement or engaging in dialogue without an appropriate agenda item being posted in accordance with the Texas Open Meetings Law. Comments should be directed to the entire Board, not individual members. Engaging in verbal attacks or comments intended to insult, abuse, malign or slander any individual shall be cause for termination of speaking privileges and expulsion from Council Chambers. Your comments are limited to two (2) minutes.)

### **4. President's Comments**

### **5. Board Member Comments**

### **6. Staff Reports**

### **7. Consent Agenda**

- A. Approval of Minutes
- 2020-01-22 KCDC Workshop Minutes

### **8. Consideration and Possible Action: on Election of Board Officers**

### **9. Consideration and Possible Action: on the approval of the Landology Contract**

### **10. Consideration and Possible Action: on KCDC Logo**

### **11. Adjourn**

**CERTIFICATION**

I certify that the above notice of meeting was posted for public review on the 14<sup>th</sup> day of February, 2020 before 6:00 P.M.

*M Chilcote*

\_\_\_\_\_  
Melissa Chilcote, City Secretary

02/14/2020

\_\_\_\_\_  
Date

I certify this notice was removed by me from the Kemah City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2020. \_\_\_\_\_



## #7A Approval of Minutes

### Consent Agenda Item #7A: Minutes

- 2020-01-22 KCDC Workshop Minutes



## WORKSHOP MINUTES January 22, 2020

### KEMAH COMMUNITY DEVELOPMENT CORPORATION

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KCDC Board Member Doug Meisinger called the Kemah Community Development Corporation Board Meeting to order at 6:00 p.m. in City Hall. Board Members present were Les Hart, Kelley Dawson, Doug Meisinger, Isaac Saldaña, and Jacob Bigger. Board Member Doug Meisinger declared a quorum. Also in attendance were City Administrator /Chief of Police Walter Gant, Community Services Director Nick Haby, Communications and Marketing Director Debi Hart, and City Secretary Melissa Chilcote. *(The time in italics on each item indicates the approximate start time of the section in the associated audio file.)*

**1. 00:00:00 Pledges**

Led By: Robin Collins

**2. 00:00:00 Discussion: of LJA Engineering's Draft Master Drainage Plan**

KCDC Board Members dialogued with Jessica Koutney and Isaac Muniz about LJA Engineering's draft Master drainage plan, including discussion about findings and potential projects associated with various subdivisions within the City. Discussion was also held about City Ordinances related to drainage and retention as well as ideas for future public workshop meetings.

**3. 00:00:00 Adjourned by Acclamation**



**WORKSHOP MINUTES**  
**January 22, 2020**

**KEMAH COMMUNITY DEVELOPMENT CORPORATION**

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**Signature Page:**

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DRAFT



# Kemah Community Development Corporation Agenda Item #9 Landology Contract

*Once form is complete and departmental clearances are obtained, this form should be forwarded to the City Secretary as soon as possible prior to the date that the item is expected to be placed on the KCDC agenda.*

Date requested for KCDC consideration: 02/19/2020

Prepared by: Walter Gant

Subject: Approval of the Landology Contract

Proceeding: Consideration and Possible Action

Originating Department:

Plan Reference: 17SP- or 17OP-

Texas Ethics Commission Form 1295 required?

If YES, is copy of Form attached? Contract Identification Number on Form:

City Attorney Review:

Expenditure Required: Amount Budgeted:

Appropriation Required: Source of Funds:

Finance Approval:

City Administrator Approval:

### SUMMARY / ORIGINATING CAUSE

The proposal is an update of the previous park plan for the 57 Acre Park.

### IMMINENT CONSEQUENCES / BENEFIT TO COMMUNITY

### RECOMMENDATIONS

The company has previous knowledge of the park plan which is beneficial in directing our next step.

### ATTACHMENTS

Landology Contract



January 31, 2020

Mr. Walter Gant,  
City Administrator  
City of Kemah  
1401 State Hwy. 146  
Kemah, TX 77565

Re: Master Plan Design Services for City of Kemah 57 Acre Park.

Dear Mr. Gant,

LANDology, LLC is pleased to submit the following proposal for the master plan design of the City of Kemah 57 Acre Park.

We propose the following services:

**I. SCOPE OF SERVICES**

**A. Data Collection**

The project team will gather existing data associated with the park site to provide a complete base map upon which to design the site improvements. The data will include any recent topographic or boundary survey information and conceptual park design that has previously been generated, as well as associated development agreements that may be in place which potentially dictates or limits uses/programming for the park site.

**B. Meeting #1 – Site Visit**

After complete context of the project site is understood, the design team will facilitate a meeting with representatives of the KCDC. In addition to touring the site, the purpose of this first meeting will be to learn member concerns and previously acquired citizen input/ expectations for the 57 Acre Park improvements and to establish a timeline for the development of the park master plan.

Mr. Walter Gant  
January 31, 2020

C. Concept Plan Development

After review of the existing conditions at the project site with KCDC representatives, the design team will provide a preliminary master plan for the City of Kemah 57 Acre Park improvements. The main purpose of this concept development will be to take KCDC and relayed citizen input regarding the improvements at the park and capture these comments in plan form. Conceptual elevations, cross sections and/ or other perspective sketches may be generated along with cost estimates during this phase for review and approval by City staff.

D. Meeting #2 with the City of Kemah Community Development Corporation

Once the preliminary plans have had staff review, these plans will be presented to the KCDC. The goal of this meeting will be to present the members with concept options for the park and to seek their input on which preferred direction they would like to see their park development take.

E. Finalize Park Master Plan

The design team will take the input received from meeting #2 with the KCDC and distill the comments and information into a preferred park master plan. The plan will be prepared for City review and comment and will finalize the locations and configurations of the site and recreational facility improvements.

The preferred park master plan will identify types and size requirements of site elements including site grading, access and circulation routes, parking areas, utilities, pedestrian circulation routes, and landscape and irrigation improvements. Project phasing will be indicated on these plans, if applicable.

F. Meeting #3 with the City of Kemah Community Development Corporation

As a final step the design team will present the preferred park master plan to the KCDC. The preferred park master plan will be presented with a possible phasing plan, and a schedule with the next steps for the development project will be discussed. The purpose of this meeting is to ensure that KCDC consensus is reached regarding the preferred park master plan.

G. Presentation to City Council.

The design team will then present the preferred park master plan to the Kemah City Council for their review and consideration for approval. **The landscape architect will deliver five (5) bound master plan documents documenting the process (including meeting minutes, phasing projections, and estimates of probable construction costs) as well as one (1) full size, full color rendered**

Mr. Walter Gant  
January 31, 2020

**master plan and one (1) flash drive containing digital versions of the above deliverables produced during the Scope of Services as outlined above.**

## II. CLIENT RESPONSIBILITIES

The Client will be responsible for providing accurate project information, which may include a topographic surveyor base mapping, related development agreement(s), geotechnical report, existing site feature survey (vegetation, existing buildings, etc.), or proposed site features from other consultants (architectural, engineering, mechanical, etc.). The Client agrees to provide this information and render decisions expeditiously for the orderly progress of the landscape architect's services.

The Client shall retain the services of specialized consultants (structural engineers, civil engineers, etc.) when such services are deemed necessary by the landscape architect and the Client.

## III. BASIS OF COMPENSATION

The fees for services stated will be as follows:

Item	Fee Basis	Fee
A. Data Collection	Lump Sum	\$1,000
B. Meeting #1 Site Visit	Lump Sum	\$750
C. Concept Plan Development	Lump Sum	\$6,500
D. Meeting #2 with the KCDC	Lump Sum	\$750
E. Finalize Park Master Plan	Lump Sum	\$2,500
F. Meeting #3 with the KCDC	Lump Sum	\$750
G. Presentation to City Council	Lump Sum	\$750
H. Reimbursable Expense	Not to Exceed	\$1,500
	<b>Total Fee:</b>	<b>\$14,500</b>

Billing will be monthly as work progresses.

Reimbursable expenses (cost plus 10%) will be billed on a not-to-exceed basis. Any additional services (all services not shown on Scope of Services), will be billed on an agreed upon lump sum fee. This proposal does not include services performed prior to the execution of this agreement or services not specifically addressed in "The Scope of Services".

Mr. Walter Gant  
January 31, 2020

We appreciate the opportunity to be of service and look forward to assisting you in the development of this project. Upon your review of this proposal, please call if you have any questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jonathan McMillian', written in a cursive style.

Jonathan McMillian, ASLA  
Park Planner / Landscape Architect  
JMc